

पाळणाघरा संदर्भात राष्ट्रीय किमान मानके व
नियमावली (National Minimum Standards
and Protocol.)

महाराष्ट्र शासन
महिला व बाल विकास विभाग
शासन परिपत्रक क्रमांक: एबावि-२०२४/प्र.क्र.५९/का.६
नवीन प्रशासन भवन, ३ रा मजला,
मादाम कामा मार्ग, हुतात्मा राजगुरु चौक,
मंत्रालय, मुंबई - ४०० ०३२.
दिनांक : - २६ जून, २०२५

संदर्भ :- १) केंद्र शासनाचे पत्र क्र. CRE-२३/१/२०१८-Creche Part-II, दि. १४.०३.२०२४ व त्यासोबतच्या
मार्गदर्शक सूचना
२) आयुक्त, एकात्मिक बाल विकास सेवा योजना यांचे पत्र क्र. एबाविसेयो/का-५ / NMS / पाळणाघर /
४८/ २०२५, दि. ३०.०१.२०२५

प्रस्तावना:-

केंद्र शासनाने वैयक्तिक / सेवा संस्था / महामंडळ / कंपनी/ विद्यापीठे / रुग्णालये / केअर सर्व्हिस
प्रोव्हायडर/शासकीय संस्था/ अशासकीय संस्था इ. यांचेकडून पाळणाघर (Creche) कार्यान्वित
करण्यासंदर्भात राष्ट्रीय किमान मानके व नियमावली (National Minimum Standards and Protocol for
creches) लागू करून ती प्रसिध्द करण्याबाबत संदर्भाधीन क्रमांक १ येथील पत्रान्वये सूचना दिल्या आहेत.
सदर मार्गदर्शक सूचनांसंदर्भात केंद्र शासनाशी विचारविनिमय करून पाळणाघरासंदर्भात करावयाच्या
कार्यवाही संदर्भातील प्रस्ताव एकात्मिक बाल विकास सेवा योजना आयुक्तालय, नवी मुंबई यांनी संदर्भाधीन
क्रमांक २ येथील पत्रान्वये सादर केला होता. त्यानुषंगाने पाळणाघर संदर्भात मार्गदर्शक सूचना निर्गमित
करण्याची बाब विचाराधीन होती.

शासन परिपत्रक :-

राज्यात वैयक्तिक / सेवा संस्था/ महामंडळ / कंपनी / विद्यापीठे / रुग्णालये / केअर सर्व्हिस
प्रोव्हायडर/शासकीय संस्था/ अशासकीय संस्था इ. यांना पाळणाघर सुरू करावयाचे झाल्यास त्याकरिता
सदर शासन परिपत्रकासोबतच्या केंद्र शासनाच्या मार्गदर्शक सूचनांचे तसेच संबंधित अटी शर्तीचे पालन
करणे बंधनकारक राहिल.

२. त्यानुसार पाळणाघर सुरू करणा-या संस्थेने सदर मार्गदर्शक सूचनांप्रमाणे पाळणाघरामध्ये सोयी
सुविधा, पाळणाघर प्रशासन समिती, पाळणाघरामध्ये नियुक्त करावयाचे कर्मचारी व त्यांच्या
नियुक्तीबाबतच्या अटी शर्ती व त्यांना द्यावयाचे प्रशिक्षण, पाळणाघर पर्यवेक्षिका व पाळणाघर मदतनीस यांची
कर्तव्ये, पाळणाघरातील वैद्यकीय सुविधा, पाळणाघरासंदर्भात ठेवावयाच्या विविध नोंदी, सुरक्षिततेबाबतच्या
उपाययोजना (CCTV व इतर सुविधा) इत्यादी निकषांचे पालन करणे / सोयी सुविधा उपलब्ध करणे
बंधनकारक राहिल.

३. पाळणाघर प्रशासनाने संबंधित बालकांच्या पालकांसमवेत प्रति माह किमान १ बैठक आयोजित करणे आवश्यक राहिल. पालकांकडून करण्यात येणा-या सूचनांची नोंद ठेऊन त्याप्रमाणे सुधारणा पाळणाघर प्रशासनाने करणे आवश्यक राहिल.

४. केंद्र अथवा राज्य शासनाकडून या पाळणाघरांना कोणतेही अनुदान अनुज्ञेय राहणार नाही.

५. **समिती:-**

सदर मार्गदर्शक सूचनांनुसार सुरु करण्यात येणा-या पाळणाघर संदर्भात संनियंत्रण, आढावा, मार्गदर्शन इ. संदर्भात विविध स्तरावर खालीलप्रमाणे समिती गठीत करण्यास मान्यता देण्यात येत आहे. त्यानुसार समितीची रचना व कार्यकक्षा खालीलप्रमाणे राहिल.

समितीचे नाव	समितीमधील अधिकारी	समितीमधील पदनाम	समितीची कार्यकक्षा
जिल्हास्तरीय समिती	जिल्हाधिकारी	अध्यक्ष	<p>१) जिल्ह्यातील पाळणाघरांवर संनियंत्रण ठेवणे.</p> <p>२) केंद्र शासनाच्या मार्गदर्शक सूचनांप्रमाणे पाळणाघर चालविण्यात येत असल्याबाबतची खातरजमा करणे. आवश्यकता त्या सुधारणा होण्याबाबत निर्देश देणे.</p> <p>३) केंद्र शासनाच्या मार्गदर्शक सूचनांचे पालन होत नसल्याचे निदर्शनास आल्यास संबंधितांवर आवश्यक ती कारवाई करणे.</p>
	जिल्हा कार्यक्रम अधिकारी (महिला व बाल विकास), जिल्हा परिषद	सदस्य	
	जिल्हा महिला व बाल विकास अधिकारी	सदस्य	
	बाल विकास प्रकल्प अधिकारी (नागरी)	सदस्य	
	सेवाज्येष्ठ बाल विकास प्रकल्प अधिकारी (नागरी)	सदस्य सचिव	
राज्यस्तरीय समिती	आयुक्त, एकात्मिक बाल विकास सेवा योजना, नवी मुंबई	अध्यक्ष	<p>१) पाळणाघरांबाबतचा आढावा घेणे</p> <p>२) जिल्हास्तरीय समितींना मार्गदर्शन करणे.</p> <p>३) आवश्यकतेनुसार राज्य / केंद्र शासनाचे मार्गदर्शन घेऊन कार्यवाही करणे.</p>
	सर्व उपायुक्त, एकात्मिक बाल विकास सेवा योजना, नवी मुंबई	सदस्य	
	संबंधित उपायुक्त /सहायक आयुक्त, एकात्मिक बाल विकास सेवा योजना, नवी मुंबई	सदस्य सचिव	

६. सदर मार्गदर्शक सूचनांप्रमाणे कार्यवाही करण्याबाबत सर्व मंत्रालयीन विभागांनी तसेच जिल्हाधिकारी यांनी त्यांचे अधिनस्त सर्व संबंधित यंत्रणांना सूचित करावे.

७. आयुक्त, एकात्मिक बाल विकास सेवा योजना, नवी मुंबई यांनी सदर परिपत्रकाच्या अनुषंगाने आवश्यकतेनुसार सविस्तर सूचना निर्गमित करून त्याप्रमाणे कार्यवाही करण्याबाबत संबंधितांना निर्देश द्यावेत.

८. सदर शासन परिपत्रक महाराष्ट्र शासनाच्या www.maharashtra.gov.in या संकेतस्थळावर उपलब्ध करण्यात आला असून त्याचा संकेतांक २०२५०६२६११५१३५८७३० असा आहे. सदर परिपत्रक डिजिटल स्वाक्षरीने साक्षांकित करून काढण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

**VILAS
RAMDAS
THAKUR**

(वि. रा. ठाकूर)

सह सचिव, महाराष्ट्र शासन

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fa70d9fd209eb9efc83bdd68b308614534,
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NATIONAL MINIMUM STANDARDS AND PROTOCOL FOR

CRÈCHES

(Operation and Management)



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INTRODUCTION

The Government acknowledges women-led development as crucial for achieving the vision of 'Viksit Bharat' in Amritkaal. To promote gender equality and empower women, various Acts and Rules mandate crèche facilities. Section 11A of the Maternity Benefit Act (Amendment) Act, 2017, requires establishments with 50 or more employees to have a crèche, extending to both males and females. Additionally, Section 48 of the Factories Act, 1948, mandates crèche facilities for factories with over 30 female workers. The Plantation Labour Act and the Mahatma Gandhi National Rural Employment Guarantee Act, 2005, also stipulate crèche provisions based on the number of employed women. Further, Section 135 of the Companies Act, 2013 deals with Corporate Social Responsibility (CSR). Schedule VII of the Companies Act, 2013 specifies that Companies may undertake activities for promoting gender equality and empowering women.

Anganwadi Centres are the world's largest childcare institutions dedicated to providing essential care and support to children ensuring delivery of care facilities till the last mile. In a first of its kind approach, the Ministry of Women & Child Development has extended the services of child care through Anganwadi-cum-Crèche Centres. This will ensure whole day child care support ensuring their well-being in a safe and secure environment. Anganwadi cum Crèche initiative aims to increase the women work force participation in the economy.

It has long been demanded to standardise the procedures for management of Crèches by any individual/ service agencies/ corporations/ companies/ universities/ hospitals/ care service providers/ government organisations /non-governmental organisations etc. Accordingly, this document has been prepared by the Ministry of Women and Child Development in consultation with Ministry of Labour and Employment which prescribes the national minimum standards and protocol for setting up and running of crèches in India, emphasising the institutionalisation of care services to support and promote female labour force participation.

National Minimum Standards and Protocol to Set up Crèche

The active participation and leadership of women are vital for women-led development. Institutionalisation of care services is crucial for enhancing female labour force participation. Suggestive standards and protocol have been formulated for setting up crèches by any individual/ service agencies/ corporations/ companies/universities/ hospitals/ care service providers/ government organisations/ non-governmental organisations etc., addressing the minimum essential requirements. These standards and protocol aim to provide comprehensive childcare in a safe and secure environment, fostering the overall development of children. Additional facilities may be incorporated to further enhance the well-being of children. State Governments and UT Administrations are also advised to adopt these standards and protocol for setting up and management of Crèches.

1. Definition of Crèche

A Crèche is care centre that provides a safe and nurturing environment for children while their parents or guardians are at work. These facilities prioritise the children's health, provide supplementary nutritious meals, and maintain a secure and safe environment. It provides age-appropriate educational activities to boost holistic development of the child.

1.1 Objectives

- i) To provide care facilities for children of parents/guardians who are engaged in any work.
- ii) To offer a secure and safe environment to the children.
- iii) To ensure "women-led development".
- iv) To emerge as a new service sector which provide job opportunity to women.
- v) To encourage women to pursue their career and seek further employment opportunities.
- vi) To promote female labour force participation in the economy.
- vii) To envisage new educational sectors in the form of training institutions with globally recognised certification courses.

1.2 Key points to be considered prior to opening of a Crèche:

- i) Facility of crèche may be provided from the age group of 6 months onwards.
- ii) The crèche may also be set up in any office space, in a residential apartment/society, school, hospitals, cooperative office or any other place as per requirements.
- iii) It is ideal to have crèche near the homes of children or near the place of work of the parents/guardians so that parents/guardians can be contacted in case of emergencies.
- iv) The provision of care services at home may also be provided on regular/day/hour basis.
- v) It's preferable for crèches to be set upon the ground floor for ease of access and convenience. However, if it's on other floor all necessary safety measures must be adhered to.
- vi) The crèche timings may be demand based and mutually decided by crèche administration and parents/guardian.
- vii) Number of rooms may be as per the requirement depending on the number of children. However, rooms should have sufficient space with facilities for resting and study for the children with ventilation and light arrangements.
- viii) The windows in the crèche should be positioned at an appropriate height and should be properly fenced to prioritise safety of the children.
- ix) Crèche must have a child friendly toilet with running water facilities, a urinal. Toilets/wash basins must have soaps/hand wash liquid. The needs of specially-abled children should also be kept in mind.
- x) Hygiene inside and outside of crèches should be maintained properly.
- xi) The centre must have safe drinking water facility preferably with water purifier.
- xii) Food provided to the children can be mutually decided by crèche administrator and the parents/guardian.
- xiii) Play materials and toys (essential ECCE Study material and play materials, sports materials, blocks etc.) should be provided to the children. Audio-visual equipment may be provided where appropriate and feasible to stimulate age-appropriate learning and cognitive development.
- xiv) The crèche should have child friendly spaces that are designed and tailored specifically to cater to the needs, safety of the children.
- xv) Important and Emergency contact numbers (helplines like 112, 1098, fire-services, Child Protection Officer, Nearest Police Station etc.) should be displayed on essential information boards for easy access and reference.
- xvi) Regular inspection for food safety and hygiene are crucial to ensure the quality of the food.
- xvii) It is mandatory that CCTV cameras are installed for ensuring security and supervision at the crèche. Parents/Guardians may preferably be provided with access to CCTV cameras, wherever possible, enabling them to monitor the crèche remotely from their workplace.
- xviii) The local police stations, the Women and Child Development/Social Welfare Department, and the Labour Department should invariably have the information about the location and details of the crèche for safety purposes and information to be maintained by these offices.
- xix) Services for crèche facilities to be set up based on demand. User Charges may be collected by service provider based on services offered.
- xx) If any dispute arises between service provider and the parents/guardian, the crèche administrative committee will settle the matter. If any matter comes to the notice of government and if an intervention is required, it may be taken up as appropriate.
- xxi) Crèches should strictly follow all the rules/acts related to child protection.

1.3 Crèche Administrative Committee

The Indicative composition of Crèche Administrative Committee is as follows –

- i) Crèche Administrator – To be nominated by institution/organisation operating the crèche
- ii) Crèche supervisor
- iii) Parents/ Guardians (preferably 3) of beneficiary children

1.4 Staff or Resource person requirements

1.4.1 Number of staff

There should be at least 1 crèche supervisor and one crèche helper for handling 20-25 children. Additional care staff can also be engaged in case the children require personal care.

1.4.2 Qualification of the staff

- i) The Crèche supervisor should be minimum 12th Pass and Crèche Helper should be 10th Pass
- ii) The staff should preferably have 2 years' experience of working in the childcare sector, either in a professional setting or as volunteer. Persons holding a diploma in Childcare or Nursing may be preferred.
- iii) Only women staff to be recruited as caregivers for the children.

1.4.3 Prerequisites for hiring

- i) Police Verification Certificate
- ii) Character certificate
- iii) Medical certificate

2. Roles and Responsibilities

2.1 Crèche Supervisor

- i) The crèche Supervisor will be the overall in charge of the crèche.
- ii) Planning and implementing age-appropriate educational activities to foster holistic development of the children.
- iii) To maintain/monitor records of children's attendance and other statutory records.
- iv) To liaise with Crèche committee, parents for their support and incorporate their suggestions and recommendations in the functioning of the Crèches.
- v) Establishing open communication with parents or guardians about their child's development and any concerns or events at the crèche.
- vi) Crèche supervisor should actively promote daily stimulation- based activities on Early Childhood Care & Development (ECCD) to promote physical, mental and cognitive development of children.
- vii) Any other responsibilities as decided by crèche administration.

2.2 Crèche Helper (s)

- i. Crèche Helper would be responsible for providing assistance to the crèche worker.
- ii. The Crèche Helper will assist the crèche supervisors in daily tasks.
- iii. Helper should have a passion for children and exercise patience with them.
- iv. Helper should constantly monitor and supervise the children to ensure their safety.
- v. Ensuring the facility is clean, safe and well-maintained.
- vi. Any other responsibilities as decided by crèche administration.

3. Services provided in the Crèche

3.1 Parent/Guardian and Administration meeting

Crèche administration should organise at least one parents/guardian meeting every month and review the performance and process of children. Feedback from parents/guardian may also be recorded for further improvement.

3.2 Engagement and training of crèche workers

- i) Trained crèche worker is a prerequisite for operating the crèche. Well trained staff with prior experience related to childcare, nursing, early childhood care and education can play a crucial role in the efficient operation of a crèche.
- ii) Crèche Administrators may ensure continuous training for crèche workers and helpers, in areas such as Nutrition, Childcare, ECCE, Child Rights, Child Protection, and Child Legislations. Seminars/ workshops may also be organised by with the help of experts from Government Institutions or Other Organisations etc. for the capacity building and enhancement of the skills and knowledge of Crèche staffs.

- iii) Engaging a private training institute or providing Personalised Kits for crèche workers during training ensures comprehensive preparation and safety measures are in place for their education and well-being.

3.3 Health, Medicine and First Aid Kits

- i) The centre should be well equipped with basic First Aid & Medical Kit.
- ii) The centre should have a fire extinguisher.
- iii) The crèche should have working arrangements with nearest available health facility to provide immediate assistance in case of emergency.

3.4 Record maintenance

The Crèche worker and helper are required to maintain the following basic records and registers:

- i. Admission/ Enrolment register for recording profile of children and their guardians including profession of parents/ guardians.
- ii. Attendance registers of children
- iii. The medical record of children.
- iv. Guardian's meeting register.
- v. Visitors register
- vi. Inspection register

4. Safety Inspection

- i) Safety inspections should be conducted by an administrative committee dedicated to overseeing safety standards within the crèche.
- ii) Verifying and controlled access to CCTV surveillance and procedures for handling visitors and pickups.
- iii) Community based inspections may be carried out at regular intervals, at least one in a quarter, to ensure that the crèche is working in a child friendly manner and have all the minimum required facilities/ systems in place.

Annexure

Indicative Items for setting of Crèches			
For Health	For Hygiene	Pre-School Learning Kit/Toys	Miscellaneous Items
Weighing scale	Soap for washing dishes	Stringing beads	Beds
Normal/Digital Thermometer	Soap for hand washing	Balls	Cradle (Palna)
Growth Monitoring Device	Spin Mop with bucket	Fixing blocks	Round Tables
Height Chart	Sanitiser	Dolls	Storage Cabinets
For Safety and Protection	Utensils	Kitchen set	Spare Clothes
Fire Extinguisher	Dustbins with lid	Doctor Set	Stationery Items
First Aid Kit		Sports Kit	
CCTV Camera			
Torch			

Note: This is only an indicative list and Institutions/ Organisations are encouraged to supplement for holistic development and well-being of Children.



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